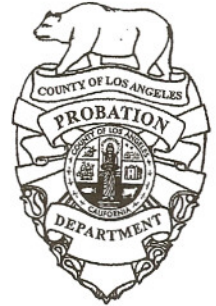




ROBERT B. TAYLOR
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT



March 31, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF CONTRACTS WITH APPLEONE EMPLOYMENT SERVICES, MAXIM
STAFFING SOLUTIONS, AND SELECT STAFFING TO PROVIDE DEPARTMENT-
WIDE TEMPORARY CLERICAL SERVICES FOR THE PROBATION DEPARTMENT
(3 VOTES, ALL SUPERVISORIAL DISTRICTS)**

SUBJECT

The Probation Department seeks authority to enter into contracts with three (3) agencies to provide temporary clerical services on a department wide basis. The contracts will be for a one (1) year term with an option to renew for four (4) additional one year periods.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Chief Probation Officer to prepare and execute contracts with AppleOne Employment Services (AppleOne), Maxim Staffing Solutions (Maxim) and Select Staffing, to provide temporary clerical services for the Probation Department at an estimated annual cost of \$250,000 (\$83,000 per agency), for the period of April 12, 2009 through April 11, 2010, by delegating authority to the Chief Probation Officer to negotiate, finalize and execute the three (3) contracts substantially similar to the attached standardized agreement (Attachment 1), after final approval by County Counsel as to form.
2. Delegate authority to the Chief Probation Officer to prepare and execute modifications to the recommended contracts for any decrease or increase not to

exceed 25% of the contract amount and/or 180 days to the period of performance pursuant to the terms contained in the contracts, upon approval as to form by County Counsel. The Chief Probation Officer will notify the Chief Executive Office in writing within 10 business days after execution.

3. Delegate authority to the Chief Probation Officer to execute contract modifications to extend the term of each contract for up to four (4) additional 12-month periods for an estimated annual cost of \$250,000 (\$83,000 per agency) upon approval as to form by County Counsel.

PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions is to obtain Board approval of a standardized agreement (Attachment 1) for temporary clerical services for short-term, intermittent assignments (up to a maximum of ninety [90] business days or 720 hours) on a department-wide basis to the Probation Department.

Probation has utilized contracted temporary clerical services since October 14, 1986. The current contract is scheduled to expire on April 11, 2009. Approval of the proposed contracts will enable the Department to continue receiving temporary skilled typist, transcriber typist and word processor services for short-term, intermittent assignments (up to a maximum of ninety [90] business days or 720 hours), while continuing to recruit permanent County positions.

These contracts will commence April 12, 2009, following approval by your Board. The term of these contracts shall be for an initial twelve (12) month period, with an option to renew for four (4) additional twelve (12) month periods.

Implementation of Strategic Plan Goals

The recommended Board actions are consistent with the Countywide Strategic Plan Workforce Excellence Goal #2 and Organizational Effectiveness Goal #3. Implementation of the recommendations will enable the reduction for the need for paid overtime to perform clerical and transcribing functions necessary to meet critical departmental deadlines.

FINANCIAL IMPACT/ FINANCING:

The total cost for the three contracts is estimated at \$250,000. Adequate funds are provided in the FY 2008/2009 Budget for the Probation Department to finance the contract payments and will be included in succeeding fiscal year budgets. The contracts include provisions for Non-Appropriation of Funds and Budget Reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Since October 14, 1986, Probation has contracted temporary clerical and transcriber typist services, pursuant to California Government Code Section 31000. Probation has a need to continue utilizing these services due to attrition (resignations, retirements, or long-term illnesses) of County employees and periods of peak workload demands until permanent County employees can be recruited to fill vacant clerical positions.

Approval of the proposed contracts will not replace County employees, but will reduce the need for paid overtime to perform clerical and transcribing functions necessary to meet critical departmental deadlines. Probation consistently works to reduce the number of temporary employees by filling the vacant positions with permanent County employees.

These are Non-Prop A contracts. Consequently, there are no departmental employee relations issues and the contracts will not result in a reduction of County services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts.

The standardized contract contains all of the most recent required provisions including, but not limited to, non-responsibility and debarment, child support compliance, GAIN/GROW, Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees.

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractors have been instructed to register on WebVen.

Probation will not request the contractors to perform services that exceed the Board approved contracts amount, scope of work, and/or contract term.

County Counsel has approved the proposed form contract as to form.

CONTRACTING PROCESS:

To solicit for these services, a competitive Request for Proposals (RFP) process was utilized. During the solicitation process, approximately 83 letters were sent to service providers. Advertisements were run in the Los Angeles Times, Eastern Group Publications and the Los Angeles Sentinel. The solicitation information was also made available through the Internet on the County of Los Angeles Internal Services Department and Probation Department websites. As a result, eight potential providers requested copies of the RFP, 13 potential providers attended the mandatory bidder's conference, and eight proposals were received.

An evaluation committee was formed to evaluate proposals submitted in response to the RFP. The evaluation committee, consisting of Probation staff, evaluated a total of eight proposals received by October 23, 2008 as a result of the RFP issued on August 15, 2008. The proposals were evaluated using an initial screening "pass/fail" process which was consistent with the Selection Process and Evaluation Criteria set forth in the RFP.

Eight proposals passed the initial screening, and proceeded to the final evaluation process. The proposals submitted by AppleOne, BBT & T, Good People Employment Services, Helpmates Staffing Services, Ladera Career Paths, Maxim, Partners in Diversity, and Select Staffing passed the initial screening. They were rated and scored by the evaluation committee using a point system that covered: 1) proposer's qualifications, 2) approach to providing required services, 3) quality control plan, and 4) cost proposal. The proposals from AppleOne, Maxim and Select staffing received the highest overall scores, and were rated the most responsive to Probation needs by the Evaluation Committee. All three firms made a firm commitment to comply with all RFP requirements.

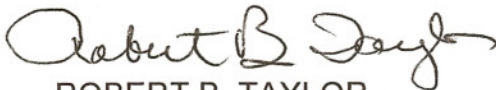
IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended actions will enable the Probation Department to meet critical Departmental deadlines while continuing to recruit for permanent County personnel.

CONCLUSION

Upon approval, it is requested that the Executive Officer/Clerk of the Board send a copy of the adopted Board Letter to: Probation Department, Attention: Tasha Howard, Director, Contracts and Grants Management Division, 9150 E. Imperial Hwy. Rm. B83, Downey, CA 90242

Respectfully submitted,



ROBERT B. TAYLOR
Chief Probation Officer

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Attachment
c: County Counsel